

SECRET

*Chapter VI
Change Summary
from H. to I.*

H. Records Management

An often overlooked ~~growth~~ facet of a collection of material to be used for research analysts is the degree of obsolescence which gradually develops. The management of the collections, to maintain them in current order and to discard that which is no longer of any use, is as much a part of the whole cycle of processing as is collecting, for example. OCR had several and continuing reasons for taking a hard look at its collections as regularly as possible: space, limited use of the material itself, expense in handling, and most immediately in 1960, preparation for the move into the new building. A critical review of OCR holdings in that year resulted in [REDACTED] cubic feet of materials being destroyed, [REDACTED] cubic feet transferred to other Agency components and the Library of Congress, and an additional [REDACTED] cubic feet identified for destruction prior to the actual move in 1961. ⁶¹ ~~OCR reported on its records management program annually through FY 1964.~~

Even so, as of 30 June 1961, OCR had a total of [REDACTED] of records, [REDACTED] at Headquarters and [REDACTED] at Records Center. ⁶²

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